Q&A's for the Implementation of the Beneficiary Election Provisions
--- Testing ---
04/08/02

Q #1. Will there be a "testing" procedure available to the MCO's to test the new data elements required for lock-in, PBP ID, and election types?

A #1. Yes, MCO's be able to download a "TEST" version of the Monthly Membership Report and the Transaction Reply Report. These reports will be available in TSO for downloading beginning 4/29/2002. Please note that the data contained in these test files is based on our own internal validation activities; it is **not** representative of any MCO's actual membership.

Revisions to these reports are as follows:

- MMR – PBP identifier added effective 6/1/2002*. (Note **NEW** record length = 200)

- TRR – PBP identifier, Election type and Prior PBP identifier (if appropriate) added effective 7/1/2002. (Note record length remains 133.)

*Note that, initially, the PBP identifier will only be included on the prospective payment records on the MMR. It will **not** be included on the adjustment records during 2002 as this information would be misleading. PBP election history begins on 6/1/2002; no data exists prior to that date. In most cases, there will be no valid PBP identifier to populate the retroactive adjustment records. Beginning 1/1/2003, when PBP-level payments related to Hospice and the Benefit Stablization Fund (BSF) are implemented, the PBP identifier will be populated to the appropriate adjustment records.

Follow the downloading procedures below. Please refer to the prior systems letter on testing for additional information. It is called 'Revised Monthly Membership Report for 2002 - Testing Process' dated November 20, 2001 and is available on this web site.

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Downloading Process:
This process will be conducted in a test version of GROUCH. Test files in the new TRR and MMR data file formats will be created for each MCO. The procedures for downloading the test data are similar to those defined in Section 6 of the Plan Communication User's Guide.

After you connect to the CMS Data Center, press ENTER, select 1 - TSO from the CMS (HCFA) Application Menu screen, login and proceed as follows.

- Type TSO GR200 on the command line of the ISPF menu.

- At the Report menu, select Transaction Reply/Monthly and Monthly Membership and build the transmit file for **052002.**

- Go to the TSO READY prompt by pressing F3 and entering =x on the command line of the ISPF menu.

- At the TSO READY prompt, Click on RECEIVE FILES FROM HOST.

- In the HOST FILE NAME block, type (in single quotes)
  'XXXX.@BGD5050.R200.DATA' where XXXX = your userid

- In the PC FILE NAME block, type C:\PC FILE NAME (the name the user gives the report)

- Click on OPTIONS and be sure that ASCII and CRLF are typed in the box.

- Click on OK on the FILE TRANSFER OPTIONS.

- The TRANSFER MODE box should read TEXT.

- Click on ADD TO LIST.

- Click on RECEIVE.

Q #2. Can MCO's electronically transmit a "TEST file" containing the new transaction type code 71?

A #2. Yes, effective 6/1/2002, a new transaction type (71) must be used to report changes in PBP by your members. We will be modifying the Plan Transfer Tracking Report and the Exception Listing (see attached examples) to reflect this new transaction type.

MCOs are to submit test transaction files between <u>April 29 and May 15, 2002.</u> After this date, we are moving code to production that could access and process these files during the monthly payment run. CMS will process these files to the extent that a Plan Transfer Tracking Report is produced. It is important that you only transmit your test data during the times specified and follow the steps outlined below to prevent your test data from processing through to production. To further safeguard this test data from being processed, follow the steps below.

<u>Test Transmission Process</u>
- Construct your transmission file. **Note this file must only contain transaction type 71s.**

- **Use 20020101 as the header date instead of the processing month.**

- After transmission, type in the execute statement to prompt CMS to access your file: EX 'OG00.@BGD5080.JCLLIB(EFTSPLNP)'

- After 15-20 minutes, access your Plan Transfer Tracking Report via MCCOY option #3. Review to ensure all of your transaction types 71 were valid.*

*Note that in this case, "valid" means that the date and the transaction types are recognized as accurate by the system. No other assumptions regarding the accuracy of the data transmitted can be made.

<u>Again, do not transmit any test data after May 15, 2002.</u> If you are having difficulty in producing the revised transactions, please let us know as soon as possible so that we can work with you to get your data to CMS for payment purposes. DO NOT wait until the cutoff day in June to request assistance as, due to high volume, we may not be able to provide help to everyone.

Q #3. Where can MCO's locate additional information about the Implementation of the Beneficiary Election Provisions?

A #3. We had previously notified you regarding these provisions in systems letters dated April 25, 2001, July 30, 2001, and November 20, 2001. They can be downloaded from the web site:

HTTP://WWW.HCFA.GOV/MEDICARE/SYSTINFO.HTM.

If you have any questions on the information contained in this letter, please contact the Central Office Computer Specialist assigned to your regional area:

Boston, New York Philadelphia Kansas City	Sarah Brown	410.786.6358
Atlanta Chicago Dallas	Susan Hartmann	410.786.6192
Denver San Francisco Seattle	Sue Mathis	410.786.6938

Attachments

```
RUN DATE:  03/04/2002   xxxxx        PLAN TRANSFER TRACKING              REPORT ID:   99
REPORTING MONTH:  02/2002              REPORT                            PAGE:         1

                     PROCESS/
CON       CREATE     RETRO     HIC            TOTAL/              RECORD COUNTS
NUMBER    DATE/TIME  MONTH     FIRST/LAST     INVALID    CODE    CODE    CODE    CODE    CODE
                                                          60      61      71      01      51

H9999     20020116   200202    A99999999999   479         0       2      24     453       0
          134311               99999999999D    13

                     PROCESS/
CON       CREATE     RETRO     HIC            TOTAL/              RECORD COUNTS
NUMBER    DATE/TIME  MONTH     FIRST/LAST     INVALID    CODE    CODE    CODE    CODE    CODE
                                                          60      61      71      01      51

H9999     YYYYMMDD   YYYYMM    999999999AA    99999     99999   99999   99999   99999   99999
          HHMMSS               9999999999ZZ
```

```
03/13/2002              (xxxx)  EXCEPTION LIST  (1 OF 2)

           ENTRY                        TRAN    EFF            REPLY
  SOURCE   DATE      CLAIM NUM   SURNAME  CODE   DATE   CONTRACT CODE

  H9999  02/14/02 999999999A   HIBBS      71  01/01/02  H9999   102
  H9999  02/14/02 999999999A   DEVIS      51  02/01/02  H9999   050
  H9999  02/14/02 999999999B   DEVIS      51  02/01/02  H9999   050
  H9999  02/14/02 999999999D   JANES      51  01/01/02  H9999   052
  H9999  02/14/02 999999999D   GREYSON    51  01/01/02  H9999   050
  H9999  02/14/02 999999999C1  RUSS       51  01/01/02  H9999   052
  H9999  02/14/02 999999999A   TISHOP     51  01/01/02  H9999   052
  H9999  02/14/02 999999999A   BROWNE     51  01/01/02  H9999   052
  H9999  02/14/02 999999999D   SAUNDERS   51  01/01/02  H9999   052
  H9999  02/14/02 999999999A   BARTSCH    51  01/01/02  H9999   052
  H9999  02/14/02 999999999B   BARTSCH    51  01/01/02  H9999   052
  H9999  02/15/02 999999999A   LORGAN     01  02/01/02  H9999   060
  H9999  02/15/02 999999999A   SMYTHE     61  02/01/02  H9999   031
  H9999  02/15/02 999999999A   BAKER      61  03/01/02  H9999   032


  ==> _____   PF1=HELP     PF3=QUIT    PF6=DECODE
                   PF7=PAGE-    PF8=PAGE+   PF12=MENU


=================================================================
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03/13/2002              (xxxx)  EXCEPTION DETAIL  (MCCOY)          5

 999-99-9999-A    Hibbs, WENDY B.       DATE OF BIRTH: 06/10/1933   SEX: F


     CONTRACT      :  H9999 - MANAGED CARE, INC.

     TRANSACTION   :    71 - CHANGE OF ELECTION

     ACTION CODE   :

     REPLY CODE    :    102 - REJ, INVALID/MISSING APP SIG DATE

     SOURCE        :  H9999 - MANAGED CARE, INC.

     EFFECTIVE DATE : 01/31/02

     ENTRY DATE    : 02/14/02



  ==> _____  PF1=HELP          PF3=QUIT          PF12=MENU
```